

EAST WINDSOR HOUSING AUTHORITY
SPECIAL MEETING – JANUARY 24, 2011
MINUTES

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners LaMay, Lamb, Legassie and Percoski were present, as well as Richard Pippin our liaison to the Board of Selectman.

ADDED AGENDA ITEMS

There were no Added Agenda Items

MEETING MINUTES OF:

Special Meeting – January 3, 2011

The minutes of the special meeting of January 3, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of the special meeting of January 3, 2011 as presented.

Percoski/Lamb

Unanimous

PUBLIC COMMENTS

Chairman Boutin announced to everyone present that the Board of Selectman would be holding a Citizens Forum in the Community Hall on Monday, January 31, 2011 from 6:30 – 7:30 p.m. Our liaison to the Board of Selectman, Richard Pippin, also announced that a Citizens Forum was scheduled for this Thursday, January 27, 2011 at 5:30 p.m. at LaNotte Restaurant.

Alice Samson, Apt. 4, asked about the problem with the Sr. Transportation buses lately. She wanted to know what was happening and why there was not enough of people to drive the buses.

A lively discussion regarding this issue was then held with the final consensus being that the issue of the Sr. Transportation would be brought up at the Citizens Forum.

BILLS AND COMMUNICATIONS

Check Register – December 15, 2010 – January 12, 2011

The check register for December 15, 2010 through January 12, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register December 15, 2010 through January 12, 2011 as presented

Percoski/Legassie

Unanimous

After a review of the check register and the high amounts of the bill(s) for propane to heat the community hall, a motion was made by Commissioner LaMay, seconded by Commissioner Percoski to allow the Executive Director to get quotes from other propane companies.

LaMay/Percoski

Unanimous

Bank Reconciliation – December, 2010

The Bank Reconciliation of December, 2010 was reviewed by all Commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR

It has been a very busy month here at Park Hill, with regard to snow removal. I want to thank the hard working maintenance staff for getting the snow cleared out so quickly, as well as to Boutin & Sons for providing extra assistance in moving the large quantities of snow. Thanks also to the tenants for their patience during the past two storms as we worked to get their cars cleaned off and the parking spaces cleared. I have sent around a notice with some guidelines regarding snow removal procedures. It would be especially helpful if tenants could back their vehicles in the spaces instead of pulling them in forwards. This makes it much easier for us to move them out. Tenants are reminded then storms are especially heavy, we require more time to get the work done, so please make every attempt to change any outside appointments and wait until we have cleared the complex before going out, if possible. If you have an emergency, we understand and call the office so that someone can assist you. Be sure to keep stocked up on prescriptions and emergency food items in preparation for future storms.

We have hired a part-time Resident Services Coordinator. Her name is Lucinda Delaware and goes by "Cindy" for short. Cindy is looking forward to getting started meeting the tenants and helping to link them with needed services.

The Housing Authority has submitted a request for additional weatherization services through the State of Connecticut. Department of Social Services and community Renewal Team of Greater Hartford. It appears that we qualify, due to the high percentage of our tenants who qualify for the State's Energy Assistance Program. If we are awarded this program, we may be able to acquire new ductless heating and cooling pumps for our apartments, as well as other weatherization measures.

I have also been in the process of compiling documents for this year's Small Cities Request and continue to be hopeful that we will be successful in obtaining the help that we need through the Town of East Windsor. I will be submitting the requested documentation to the town's grant writer by the end of the month, with the final documents due to the Town by April of this year.

If any resident is interested in writing a letter of support concerning their drafty doors or windows, high heating bills or other energy efficiency issues. I would welcome having additional letters to submit with our proposal.

RESIDENT SERVICES COORDINATOR

The following was accomplished during the month of December and the beginning of January:

Sent out Christmas cards to all of the residents and assisted the Executive Director with the planning of and attendance at the Residents Christmas Party.

Put together and distributed the monthly newsletter.

Assisted several more residents with Energy Assistance applications and the re-determination forms for the State of Connecticut, Department of Social Services.

Counseled several residents on energy alternatives; i.e. budget, matching payment program, etc.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

There was no New Business

PUBLIC OPINION

There were no public comments.

EXECUTIVE SESSION

- a) Tenant Matters/Security Issues**
- b) Land Acquisition**
- c) Pending Legal Matters**
- d) Policies and Procedures**

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to go into Executive Session at 7:25 p.m. to include the Executive Director, Jennifer DiMauro, the Executive Assistant, Darlene Kelly, and Attorney Elliot Lane as needed.

Percoski/Legassie

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to come out of Executive Session at 9:08 p.m.

Percoski/Lamb

Unanimous

ACTION TAKEN:

A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to accept Policy 10-0024 Pets, as written and to make it a permanent policy.

Legassie/Lamb

Unanimous

A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to accept Policy 10-0027 Reasonable Accommodation – One (1) Assistance, Support or Therapy Animal as written and to make it a permanent policy.

Legassie/Lamb

Unanimous

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 9:20 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

